

## **Manager, Development and Communications**

### **Job Code 00001531**

#### **General Description**

Responsible for leading the communications and development team within the Office of Human Resources and driving strategic goals that cultivate employee engagement, growth, and retention.

#### **Examples of Duties**

Lead the communications and development team initiatives and guide the performance of team members.

Identify new opportunities that promote employee growth and elevate the presence and mission of the Office of Human Resources.

Guide communications and oversee the planning and production of strategic content to broaden HR reach.

Develop effective training programs utilizing various innovative solutions to meet the needs of University employees.

Create, select, and prioritize learning and training curriculum for a variety of audiences.

Assess current learning and development programs and measure results of completed training to modify and adapt programs as needed.

Propose training objectives based on annual needs assessments coupled with performance management competencies.

Identify opportunities for development including coaching and mentoring programs for employees and emerging leaders.

Train and coach managers, supervisors and other leaders involved in employee development efforts.

Develop positive relationships with campus partners to better understand their communication, learning, and development needs.

Establish and maintain measurements and analytics that will guide continual improvements and drive employee engagement, satisfaction and retention.

Ensure compliance of federal and state laws regarding mandatory training and other Texas State policies pertaining to development.

Monitor spending against the HR departmental budget.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** leadership principles; adult learning theory and practices; instructional design fundamentals; innovative training tools and materials; leadership competencies; Texas State policies and procedures; Federal and State laws regarding mandatory training; HR policies and procedures; University marketing standards; general marketing principles; copyright laws; interpersonal communication principles; various software including Adobe, Office and web content systems.

**Skill in:** excellent written and verbal communication skills with an adaptable style that speaks to a variety of audiences; excellent presentation skills; project and time management; organizational skills; training and facilitation skills; problem solving; and detail-oriented skills.

**Ability to:** work in a dynamic, team environment; collaborate with teams; multitask; understand and interpret complex policies and legislation; develop and present training to small/large groups; provide excellent customer service; prioritize workload; manage time effectively; interact professionally; use Microsoft Office suite, Adobe suite, Google Analytics, web management system, and training and presentation software.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**